

Page One  
First Draft  
24 July 1969

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH : Deputy Director for Support  
SUBJECT : Records Management Board Quarterly Report

1. This Records Management report for the April/June 69 period is for your information.

2. One year of effort has gone into an Agencywide Records Purge of the unnecessary documents in storage. Every component reviewed each of the four types of material (Inactive Office Records, Supplemental Distribution Copies, Emergency Vital Records, and Archives) they are having the Agency Archives and Records Center store and service for them. As a result of the Purge campaign a total of 18,136 cu. ft. of material was permanently removed from the Center. (Component dispositions were: DDI 10,500, DDP 1,243, DDS 2,343, DDS&T 931 and DCI Area 119.) During the year the new accessions at the Center totaled 13,958 cu. ft. <sup>ARCHIVES</sup> 263. The year's net gain of storage capacity totals 4,186 cu. ft. (A detailed comparison of July 1968 versus July 1969 volumes on hand for each Major Component in each type of record stored is attached.)

3. Analysis by members of the Records Management Board confirms their earlier reports that the Purge cannot possibly gain sufficient storage capacity to overcome the continuing production of the Agency and space provide for future/needs. The momentary successes of disposals exceeding accessions is a temporary gain, eventually consumed because legal and operational requirements supply ever-growing volumes of material for future use.

Page two  
First Draft  
25 July 1969

There are five times as many cubic feet of records destroyed in the offices than in the Records Center. Only certain selected material is retired to the Center for specified periods. Records Officers emphasize in their reports that retirement volumes last year were 2,108 cu. ft. lower than the year before, to support their contention of greater selectivity and control. They admit to less control years ago and this the Purges aim to remove, but such removals can barely equal the new accessions.

4. The members of the Board have spent considerable effort seeking alternate solutions to the problems posed by Agency records. They invariably return to the fundamentals of management, the Program and the people. All of the Board is in general agreement that assignment and support of qualified personnel, proportionate to the job to be done, are the first requirements. The members have too frequently found records title holders busy on other priority tasks and the records program objectives neglected. The Board consensus favors a stronger central Records Staff, endorsed and supported by top management. The Board feels the Central Records Staff should conduct a thorough study of Records Management staffing Agencywide. The Board thinks the Agency's decentralized Records Management Program and assignment of responsibility in [redacted] are logical and proper. They feel the senior Agency Records Administration Officer should review the Records Programs in the operating offices and recommend corrections of deficiencies as well as to transfer records innovations, information, and experience from one component to another. In this the Chairman concurs and with this new, inviting endorsement the visits by his central Records Staff will be increased and formalized as will be the now informal, internal staff reports. Authority

Page Three  
First Draft  
24 July 1969

and manpower for the much needed Agencywide records personnel survey will be explored with the Deputy Director for Support.

5. Additional review has reinforced the Board's belief in its recommendation in its last report that movable shelving be installed in the Archives and Records Center to increase the capacity of the floor space available. The probable gain of 40,000 to 50,000 cu. ft. of storage capacity will provide six or seven years of temporary relief to the records storage problem and permit the records personnel to work on additional longer-range solutions such as conversion of more active files and reports from hard copy to microforms.

6. Several components report having completed the review of all their material in the Records Center. The DDP components have been asked to complete their reviews by December 1969. Greater screening in the offices is being stressed by all components. Although the Board believes all Records Officers should continue their reviews and purge of old records, greater effort must be made to control Records Creation and to improve Records Systems. This includes copy machines, correspondence, reports, and microfilming systems. Benefits here will eventually impact favorably on Records Storage and Disposition.

7. The Board has questioned the use of Records Center space for such non-record material as the extra copies of publications that make up the Supplemental Distribution function. Similarly they find the shortage of space to store inactive office records is being complicated by the

Page Four  
First Draft  
24 July 1969

presence of the Archives and Vital Records collections which have their own unique requirements that should be provided for elsewhere. The Board feels current proposals to relocate these three functions deserve serious study and consideration.